



Department of Environment and Natural Resources

Visayas Division Office

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DRAFT
As of December 6, 2023

MEMORANDUM

FOR/TO : **ALL BUREAU DIRECTORS**
ALL HEADS OF ATTACHED AGENCIES
ALL REGIONAL EXECUTIVE DIRECTORS
CAR, NCR, Region 1-13

FROM : **THE ASSISTANT SECRETARY**
Human Resource, Strategic Communication and Sectoral Initiatives
and Chairperson, Program Committee for 2023 DENR Year-End
Employees' General Assembly

SUBJECT : **2023 DENR YEAR-END EMPLOYEES' GENERAL ASSEMBLY**

The Department of Environment and Natural Resources (DENR) will hold its hybrid Year-End Employees' General Assembly on December 19, 2023, at the DENR Multipurpose Building.

As part of the program, there will be a segment dubbed as "*Sayaw, Awit, at Magsaya*" where DENR offices nationwide will showcase the talents of DENR officials and/or employees in singing, dancing, or any form of entertainment.

In connection with this, we are inviting all DENR offices to support and encourage your respective officials and employees to actively participate during the celebration. We are enclosing the General Assembly Program and the draft mechanics relative to the "*Sayaw, Awit, at Magsaya*."

For any inquiries relative to your participation, your staff may get in touch with Ms. Karol Tabares and/or Ken Harold Delos Santos from the Strategic Communication Initiatives Service – Strategic Alliance and Environmental Partnership Division (SCIS-SAEPD) at 09365177611 and 09059310056, respectively.

For your information and appropriate action.

HIRO V. MASUDA, DBA, CESO III

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SAYAW, AWIT AT MAGSAYA

Mechanics

1. The segment will be dubbed as “*Sayaw, Awit at Magsaya*” with the objective of showcasing the best talent of DENR officials and/or employees in singing, dancing or any form of entertainment. This segment will not entail corresponding prizes, but will highlight the creativity and showmanship of DENR.
2. Participants: Officials and Employees from DENR Central Office, Bureaus, Attached Agencies and Regional Offices.
3. Length of performance: maximum of ten (10) minutes.
4. DENR Central Office, Bureaus, Attached Agencies, and Metro Manila-based Regional Offices are requested to perform face-to-face, and regional offices may opt to perform online/via Zoom or may send a pre-recorded version of respective performances on the 15th of December 2023.
5. Offices are clustered into the following groups, subject to changes based on the confirmation of participating officials/employees:
 - 5.1 Undersecretaries and Assistant Secretaries
 - 5.2 Line and Staff Bureau Directors and Assistant Directors and Heads of Attached Agencies
 - 5.3 Per Region (REDs/ARDs/RDs/PENROs/CENROs)

a. CAR	i. Region VI
b. NCR	j. Region VII
c. Region I	k. Region VIII
d. Region II	l. Region IX
e. Region III	m. Region X
f. Region IVA	n. Region XI
g. Region IVB	o. Region XII
h. Region V	p. Region XIII
6. The confirmed participating offices may send the name and contact details of their respective coordinators to scis.saepd@denr.gov.ph not later than December 7, 2023.
7. Expenses shall be charged against respective office funds.

Recommended by:

JOE-MAR S. PEREZ

Officer-In-Charge, Strategic Communication and Initiatives Service and
Member, Program Committee for 2023 DENR Year-End Employees’ General Assembly

Approved by:

HIRO V. MASUDA, DBA, CESO III

Assistant Secretary, Human Resource, Strategic Communications and Sectoral Initiatives and
Chairperson, Program Committee for 2023 DENR Year-End Employees’ General Assembly